

Resources in Jackrabbit - Family, Student, Class, and Staff

Jackrabbit's Resources feature lets you upload files and add links to the Family, Student, Class, and Staff records where they are stored on the Resources tab.





- ★ Add a resource to a Class record to share with both parents through the Parent Portal and staff via the Staff Portal, or add it to a Student record to share with parents in the Parent Portal.
- ★ Limit access to sensitive documents to only Users with the required permissions.
- ★ Retain resources when a family is placed in the Lead File and later restore them.



Permissions determine what data your Users can access and what actions they can perform. Before proceeding, review [User Permissions for Jackrabbit Resources](#).

The Resources Tab

Each record features a Resources tab where you can upload files and add links (URLs). For example, add a Google Doc link with instructions in the Class record or upload a permission form document to the Family record.

- The Resources tab in each of the Family, Student, Class, and Staff records displays the number of resources on file. 
- Each record type can store up to 15MB of data, with usage shown as a progress bar and available space counted down.
- Sort the resources by date created, modified, or alphabetized by resource title or filename.
- Each resource card displays a timestamp for the date created, the User who added the resource, the resource name, file name or URL, time/date, and the name of the User who last modified the resource.
- A badge indicates a restricted resource.  Note: The card for a restricted resource will not display to Users who don't have the *View Restricted Files* User permission.
- A resource shared to the Parent or Staff Portal will display a badge in the Class record to indicate that it has been published.  

- A resource shared to the Parent Portal will display a badge in a Student record to indicate that it has been published. **PARENTS**
- **Manage** each resource via the links in the Resource card to Edit, View, or Delete.

Class: Allstars Youth

SAVE CHANGES DELETE

Summary | Enroll List | Drop List | Absences | Makeups | Waitlist | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | **Resources (2)** | Policy Groups (1)

2 Resources TOTAL SPACE: 15MB
15.0MB left + NEW

Sort all resources in the record.

↓ Date Modified: Newest to Oldest

Added August 31, 2023 9:36 PM // by solsoneds **PARENTS**

Virtual Class Info
Virtual Class Info - Mondays.docx

Manage the resource.

EDIT VIEW DELETE

The number of resources displays on the tab.

Expand/Collapse All

- ▢ Add a Resource in a Family or Staff Record
- ▢ Add a Resource in a Student Record
- ▢ Add a Resource in a Class Record
- ▢ Add a Resource to a Single Class in the All Classes Grid
- ▢ Add a Resource to Multiple Classes in the All Classes Grid
- ▢ Add a Class Resource in the Staff Portal
- ▢ Manage Resources (Edit, View, Delete)



Review [Jackrabbit's Terms of Use](#). Uploading a file confirms you have agreed to the terms and that you have consent to possess the resource you are uploading.